

## Clerk & Recorder - Records

### Activity Overview

By Montana Law, the Recording Activity within the Clerk & Recorder's Office is responsible for the recording, indexing, safe keeping of land, county and birth / death documents. The activity also is responsible for the recording and maintenance of minutes for the County Commission.

Fees collected by the Clerk and Recorders' - Recording Activity generate a net income to the County General Fund and the Records Preservation Fund, as shown in the budget information on the next page. These revenues offset some of the costs associated with the other Clerk & Recorder activity (Elections).

The Records Department is a high traffic department that is greatly influenced by growth in Gallatin County. The first priority is to help the public find the records that they need. It is the goal to do this in an efficient manner that relies on technology and knowledgeable, helpful staff. The time that it takes to process documents is also a key to good service in the Recording Department. Records need to be accurate and as up to date as possible.

Records are currently in several different formats, including paper, microfilm and digital images. The Department is in the process of converting the older formats into the newer and more convenient and accessible digital format. This is a long-term project that will take years to complete.

Another duty of the Clerk & Recorder's Office is to provide certified searches of the records. Commonly, these include Uniform Commercial Code filings, Liens and other various real estate documents.

Other types of documents that the Clerk & Recorder maintains are the supporting documentation of the County Commission actions. This includes Resolutions, Ordinances and Contracts that must be indexed and copied and distributed accurately.

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### Activity Goals

- Maintain under a two-week turn-around time for returning documents to customers.
- Improve public access to records through electronic media (website, road petition database and vitals database).
- Assist customers in finding requested records in an efficient and helpful manner.
- Create all new Precinct map in GIS.

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### Recent Accomplishments

- Successfully installed and implemented new EagleRecorder document recording software.
- Maintained less than two-week turn-around time for returning documents 100% of the time.
- Continued public access to certain records through electronic media.
- Convert microfilmed records to digital images for use with EagleRecorder
- Mailed approximately 4,500 tax notices to RID Maintenance owners.
- Continued monthly staff meetings to improve departmental communication.
- Entered 7200 historical documents in EagleRecorder from 1989.
- Completely rewrote office process and procedure manual to reflect the use of EagleRecorder.
- Instituted survey pre-review process for those surveys and documents showing a division of land that has no review through Planning.

## GENERAL GOVERNMENT

### Clerk & Recorder - Records

#### Activity Budget

Object of Expenditure	Actual FY 2008	Final FY 2009	Actual FY 2009	Start-Up FY 2010	Request FY 2010	Preliminary FY 2010	Final FY 2010
Personnel	\$ 474,334	\$ 515,926	\$ 510,948	\$ 483,336	\$ 515,926	\$ 514,278	\$ 514,278
Operations	72,831	85,721	63,799	77,213	80,683	92,683	92,683
Debt Service	-	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-
<b>Total</b>	<b>\$ 547,165</b>	<b>\$ 601,647</b>	<b>\$ 574,747</b>	<b>\$ 560,549</b>	<b>\$ 596,609</b>	<b>\$ 606,961</b>	<b>\$ 606,961</b>

#### Budget by Fund Group

General Fund	\$ 547,165	\$ 601,647	\$ 574,747	\$ 560,549	\$ 596,609	\$ 606,961	\$ 606,961
Special Revenue Funds	-	-	-	-	-	-	-
Debt Service Funds	-	-	-	-	-	-	-
Capital Project Funds	-	-	-	-	-	-	-
Enterprise Funds	-	-	-	-	-	-	-
Internal Service Funds	-	-	-	-	-	-	-
Trust & Agency Funds	-	-	-	-	-	-	-
<b>Total</b>	<b>\$ 547,165</b>	<b>\$ 601,647</b>	<b>\$ 574,747</b>	<b>\$ 560,549</b>	<b>\$ 596,609</b>	<b>\$ 606,961</b>	<b>\$ 606,961</b>

#### Funding Sources

Tax Revenues	\$ (53,518)	\$ (54,059)	\$ (51,642)	\$ (30,451)	\$ (37,981)	\$ (13,791)	\$ (13,791)
Non-Tax Revenues	792,364	718,782	708,459	591,000	634,590	624,104	624,104
Cash Reappropriated	(191,681)	(63,076)	(82,070)	-	-	(3,352)	(3,352)
<b>Total</b>	<b>\$ 547,165</b>	<b>\$ 601,647</b>	<b>\$ 574,747</b>	<b>\$ 560,549</b>	<b>\$ 596,609</b>	<b>\$ 606,961</b>	<b>\$ 606,961</b>

#### Activity Personnel

No. of Positions	FT/PT	Title	FTE
1	Full-Time	Elected Clerk & Recorder/Supervisor	1
1	Full-Time	Recording Supervisor	1
1	Full-Time	GIS Technician	1
7	Full-Time	Support Staff	7
1	Full-Time	Support Staff	.75
11.00		Total Program	10.75

### Clerk & Recorder - Records

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#### 2010 Budget Highlights

##### Personnel

- No additional personnel requests this fiscal year.
- Receive funding for three quarter time employee from Record Preservation budget.

##### Operations

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##### Capital

- No capital requests from General Fund – see Records Preservation Fund for approved capital.

#### County Commission Goals/Department Response

The County Commission established a set of overarching goals for the county government. Listed below are the County Commission's goals, followed by the methods by which the Clerk & Recorder Records department is striving to fulfill those goals.

##### Exceptional Customer Service

- Knowledgeable, friendly, helpful staff.

##### Be Model for Excellence in Government

- Clear, consistent, accurate, accessible records using the best technology available.
- Accurately account for all revenue.

##### Improve Communications

- Internal Department communication.
- Communication with the public.
- Meet statutory requirements related to the recording of documents.
- Prepare long-term growth plan for the department.

##### To be the Employer of Choice

- Staff has training opportunities available to them.

## GENERAL GOVERNMENT

### Clerk & Recorder - Records

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#### WORKLOAD INDICATORS / PERFORMANCE MEASURES

Workload Indicators		Actual	Actual	Actual	Projected
Indicator		FY 2007	FY 2008	FY 2009	FY 2010
1.	Documents filed/recorded	37,923	30,178	26,562	28,000
2.	Deeds recorded	6,143	4,463	3,222	3,500
3.	Plats/surveys filed	270	218	126	130
4.	New Condominium declarations recorded	66	56	30	40
5.	Total receipts	22,763	19,223	18,339	18,000
6.	Number of certified birth certificates issued	3,999	3,729	3,780	3,800
7.	Number of certified death certificates issued	4,211	4,307	4,465	4,400
8.	Minutes completed for County Commission meetings	98	90	70	70

Performance Measures		Actual	Actual	Actual	Projected
Measure		FY 2007	FY 2008	FY 2009	FY 2010
1.	Process documents within 2 weeks of receipt	43%	83%	100%	100%
2.	% receipts completed without edit	97%	97%	95%	97%
3.	Birth Certificates issued same day as request	100%	100%	100%	100%
4.	Death Certificates issued same day as request	100%	100%	100%	100%
5.	Commission minutes posted on website within 4 weeks	62%	92%	79%	90%

#### Comments

Successfully installed and implemented new EagleRecorder recording software. The learning curve with this software has caused there to be more receipt edits. We anticipate that this will improve as we become more proficient at using this product.